

TITLE &  
AUTHOR & DATE

B 42-100-1

B 42-100-1

OC's

HB 70-3

Forms of  
Address

NO

YES in Chp. 3,  
Section C

YES as Part V

NO

Reports,  
Minutes,  
Agendas

NO

NO

NO, except Part  
X on approval of  
R&D projectsNO, except  
in early  
draftTS  
CorrespondYES, plus  
exhibit.  
Part IIIYES, but no  
example given  
Chapter IV

NO

YES, no  
exhibit shownDCI matter  
as part of  
handbookYes, not in  
supplement as  
Part V with  
6 exhibits.Yes as Chp. 5,  
only 1 exhibit.YES as Part III  
but references  
to COMMOYES though  
not as a  
distinct part  
or chapterData on new  
US Gov't  
letterYes, plus an  
exhibit on  
same

NO

NO

NO

Letters  
kept separat  
from memosYes, separate  
"Parts" on  
each/not mergedTo a degree as  
Chp 2 on memo &  
Chp 3 on letter,  
but general proced  
for both are mergedYES but with  
reference to  
COMMOYes, to a  
degree as Chp 1  
on Letters and  
Chp 2 on memo  
but has gen/procdmailing let-  
ters and  
memos separateYes, again the  
two are not  
merged.No, all merged  
in Chp 6 on gen-  
eral correspond.YES but with  
reference to  
COMMOAgain, tho separat  
gen. procedures  
cover both at the  
same time.Terms used:  
"DCI" and  
"memoranda"No, terms used  
were "Director"  
& "memorandum""DCI" used but  
"memoranda" is  
replaced by "ums"Yes to both  
terms throughout  
the handbookYes. "DCI" used;  
No as "memor/dums"  
is used.Use of  
Optional  
Form 10No, that form  
has been dropped  
from the bookYes. Standard  
Form No. 64 for  
memo was also used  
at this time. NO  
to Form 1954Yes, with reference  
to COMMO; NO to  
Form 1954YES. But Form  
1954 was not used  
for MEMO FOR  
RECORD.Registered  
Mail and  
Agency MailYes, after OK  
from mailroom  
people as Part  
IXYes, but merged  
into text.

YES, as Part IX

YES, in text and  
as "e" of Section  
IVExamples  
made distinct  
from textExamples are  
to be in 4  
point, Sans  
Serif type,  
plus separate  
exhibits.Some Exhibits  
are distinct,  
but most placed  
in text.Some exhibits  
are distinct, but  
examples are in  
text style.Some distinct,  
most are placed in  
text.

TITLE &  
AUTHOR & DATE

HB 42-100-1

1/68

GSA 1967 Draft

STATE, March  
1966FAA, October,  
1962

25X1A9a

Forms of  
Address

NO

YES, Chapter 5.  
Plus style  
practices.YES, Part V.,  
Chapter 1; all of  
Part V extensiveYES, Chapter 5.  
Plus style prac-  
tices.Reports,  
Minutes,  
Agendas

NO

NO, only Chp. 4  
on telegrams is  
unique.YES, extensive;  
all of Part IIINO, only Chapter  
3 on telegrams &  
wire services is  
unique.TS  
Correspond.YES, plus  
exhibit.  
Part III

NO

YES, but spread  
throughout book  
including a few  
exhibits, esp.  
Chp 6/Part I.

NO

DCI matter  
as part of  
handbookYes, not in  
supplement as  
Part V with  
6 exhibits.

NO

NO, though its  
Part II deals  
with comparable  
correspondence.NO, though parts  
of Chps. 1&2  
refer to their  
Administrator.Data on new  
US Gov't  
letterYes, plus an  
exhibit on  
sameYES, as it ori-  
ginated here;  
includes exhibitsYES, have adopted  
it.YES, have adopte  
it.Letters  
kept separat  
from memosYes, separate  
"Parts" on  
each/not mergedNO--have dropped  
memos in favor of  
informal letters  
and communications  
with few exceptionsYES, cf. Chps.  
1&2 of Part I.YES, cf. Chps.  
1 and 2mailing let-  
ters and  
memos separateYes, again the  
two are not  
merged.See above; also  
refer to its  
Chps 3&4 on mails  
and telegrams.YES, see its  
Chps. 3-7 of  
Part IYES, see Chps.  
1-4.Terms used:  
"DCI" and  
"memoranda"No, terms used  
were "Director"  
& "memorandums"No to DCI and  
GSA used "um"  
not memorandaState uses "um"  
not memorandaFAA uses "um"  
not memorandaUse of  
Optional  
Form 10No, that form  
has been dropped  
from the bookNO--have dropped  
it and most memo  
forms in favor of  
informal letterYes in this  
March, 1966  
version.No but have a  
FAA form 2800  
which is similarRegistered  
Mail and  
Agency MailYes, after OK  
from mailroom  
people as Part  
IXNO as it is  
government wide.YES, esp. see  
Chps. 4-7 of  
Part IYES, esp. Chps.  
3 and 4.Examples  
made distinct  
from textExamples are  
to be in 4  
point, Sans  
Serif type,  
plus separate  
exhibits.YES to a large  
degree; word,  
EXAMPLE is all  
caps or exhibits  
is bordered by  
bold face lines.NO, most are  
in text/same  
style print;  
few are separateYES either they  
are separate or  
in bold face.

TITLE & AUTHOR & DATE  Forms of Address	HB 42-100-1 1/68 25X1A NO	DIA Manual 10-1 4 April 1966  YES, in Part XII extensive as it has military forms too.	OSI, Sept. 1963  NO	OL Notes  NOT in notes examined
Reports, Minutes, Agendas	NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
TS Correspond.	YES, plus exhibit. Part III	YES, tho no par- ticular part is devoted to it; security is noted in 5 of the parts	YES throughout the book and esp. in Part III	Not in notes
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus refer- ences to D/L's preferences
Data on new US Gov't letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this	NO	NO
Letters kept separat from memos.	Yes, separate "Parts" on each/not merged	YES Parts I&III on letters with Part IV on memo- randums	YES	No, all taught in Part II, D under gen. principles, tho examples of same are separate.
mailing let- ters and memos separate	Yes, again the two are not merged.	Assembly the same for both & their Services Division prepares required envelopes for both	YES but much is handled centrally thru D C&R	not in notes examined
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memorandums"	NO, use Director and memorandum	YES oh DCI and YES on memo/ <u>de</u> in some cases, <u>but</u> generally memorandum.	YES to both DCI and memoranda terms
Use of Optional Form 10	No, that form has been dropped from the book	Yes, Part X, figures 13, 16, 17, 20-24 are on Op Form 10.	NO not even in exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desi
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Of. Services Div.	DC&R apparently handles most of their materials	not in notes examined
Examples made distinct from text	Examples are to be done in 4 point, Sans Serif typ plus separate exhibits	No to large degree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, tho formats for memorandums and letters are distinct from text.